

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OMG0164143

Date Posted: 10/03/11

POSITION NO: 212283

Closing Date: 10/14/11

CLASS CODE: 1871

POSITION TITLE: Senior Information Systems Technician

DEPARTMENT NAME: Office of Management and Budget

DEPARTMENT NO: 16 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S61A

Days: Monday- Friday

Permanent: ☒

SALARY:

Hours: 8:00AM-5:00PM

Temporary: ☐

Duration: \$ 33,779.20 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 16.24 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide advance complex technical support on computer hardware, software, network, and peripherals to the staff of OMB. Install, configure, manage, diagnose, troubleshoot, and maintain hardware, software, and local/wide area network to ensure functional operation. At times may coordinate with other departments to resolve problems. Determines problems and assists users with resolution. Webmaster of the OMB.NAVAJO-NSN.GOV. Assist in maintaining in-house databases and web/e-mail/file server; stays abreast of new trends and innovations in the field of information technology. Attend and participate in meetings. Provide training on hardware and software to OMB staff and other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's Degree in Computer Science or related field;

Experience:

Four (4) years of information systems experience on hardware and software installation/ maintenance/networking. Mild Computer programming on database development; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties/responsibilities and has the special knowledge, skills, and abilities listed below. Good knowledge of Active Directory/Microsoft Exchange Server 2008.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Ability to analyze, troubleshoot, resolve and test advance complex technical problems, ability to enhance and maintain operating system and related software to optimize computer performance. Ability to communicate through oral and written expression. Good knowledge of the principles, capabilities and operations of hardware, software, network, and peripherals. Knowledge on utilizing Active Directory (MSSERVER2008 and MSEXCHANGE2008) preferred. Database development, and network experience preferred. Good knowledge of Windows XP/Windows 7, Microsoft Office Professional 2007 (Word, Excel, PowerPoint, Outlook Express, Internet Explorer), File Maker Pro, Adobe Products, Symantec Products. Ability to work various time as requested. Good knowledge of office procedures and practices.

License/Certification Requirements:

State Drivers License. Any training certificates applicable to the job.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99